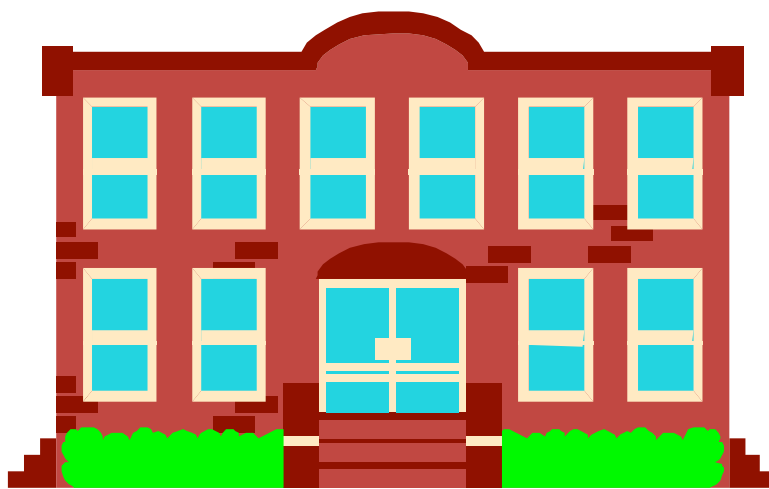


# *Shrewsbury Public Schools*



*Policies, Procedures and Regulations  
Governing Use of School Facilities*

*July 2007*

**Anthony J. Bent, Ed. D.**  
**Superintendent**

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July 2007

Dear Community Member:

This brochure contains all the information that you need to reserve school facilities in the Shrewsbury Public Schools. The Shrewsbury School Committee supports the use of school facilities by community groups (after normal use by students and faculty) and believes that such use enriches the quality of life in Shrewsbury for everyone – students and adults alike.

These policies, procedures, and regulations represent the efforts of the School Committee to encourage the use of school facilities by Shrewsbury groups and bring greater consistency to the regulations and fee structure associated with the program.

Shrewsbury has a wonderful school and community groups that have used school facilities for their meetings and events of many years. The School Committee is pleased to invite you to hold your events in the schools as it continues to develop its partnership with the community.

Sincerely,

*Anthony J. Bent*

Anthony J. Bent, Ed. D.  
Superintendent of Schools

Shrewsbury Public Schools		
Policy Family	Rental and Use of School Facilities	851-
<p><u>851</u></p> <p>Philosophy of After-Hours Use</p>	<p>The School Committee encourages the use of school facilities for educational, Recreational, cultural and civic purposes by recognized organizations within the town. Such use, in the judgment of the Committee, must be requested and cannot interfere with school programs. Additionally, the use of facilities must be consistent with the school's energy conservation program. The fees associated with the use of facilities will vary contingent upon the nature of the sponsoring group and the activity. It is not the intent of the Committee that for-profit groups be subsidized by public funds. Such groups shall incur additional charges for the use of school buildings.</p> <p>The Committee reserves the right to modify or waive fees when, in its judgment, circumstances so warrant.</p> <p><b><u>Implementation</u></b></p> <ol style="list-style-type: none"> <li>1. For non-school related activities, all costs shall be borne by the user group. Fees will include the direct costs associated with the activity and overhead Expenses.</li> <li>2. School buildings and equipment will not be rented to citizens for private parties or activities.</li> <li>3. This policy does not disqualify the use of school facilities by religious organizations. However, religious organizations will not be permitted to establish their primary place of worship at school facilities.</li> <li>4. The categories of groups and the fee schedule shall be available in the School Department. Fees will be assigned according to the following Groups: <p><b>Group A:</b> Recognized school or civic groups based in Shrewsbury but not necessarily established as non-profit organizations (e.g., PTO, School Councils, Music Association, Shrewsbury Child Development Committee, Shrewsbury Alumni Association, etc.)</p> </li> </ol>	

**Group B:** Non-profit groups (e.g., all Shrewsbury youth sports groups, churches and all other groups classified under Section 501 (c) 3 of the IRS tax code) with a majority of the participants residing in Shrewsbury.

**Group C:** For-profit groups (e.g., Amway, private dancing schools, theater groups) and non-profit groups that have fewer than half of the participants residing in Shrewsbury (Scottish Festival, colleges, Armed Forces, etc.)

**Group D:** For-profit camps (e.g., basketball and soccer camps).

5. The School Department requires that adequate staff be scheduled to ensure scheduled to ensure the security of the building and to provide for expedient cleaning. The terms of existing labor contracts will be consulted when hiring staff.
6. All user groups shall save and hold harmless the Shrewsbury Public Schools and its officers and employees and assume responsibility for all liabilities arising from incidents as a result of use of the activity.
7. The School Department reserves the right to schedule events in the facility that is most appropriate, given the size of the group and nature of the Activity.

**Regulations**

All user groups will adhere to the “Regulations Governing Use of School Facilities.” The School Committee reserves the right to limit or exclude the use of the School facilities by any group that violates one or more of the regulations.

**Use of Funds**

Funds received in connection with the rental of school facilities will be deposited into a separate revolving account. Such funds will be used to pay associated

Costs of the activity (e.g., custodial fees) and/or make building repairs, replace Worn equipment, or offset the costs of energy and custodial supplies.

**Review**

The School Committee will review the fee structure for the use of school facilities On an annual basis.

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**Facility Rental Rates**  
**Group Classification**

**Group A:** Recognized school or civic groups based in Shrewsbury but not necessarily established as non-profit organizations.

School operating budget pays for all costs associated with these activities to include overtime for custodians, cafeteria, and AV staff.

**Group B:** Non-profit groups and all other groups classified under section 501 (c) 3 of the IRS tax code, with a majority of the participants residing in Shrewsbury

1. \$39/hour for secondary school classrooms and all other spaces. (Elementary school classrooms are not typically rented.)
2. Organizations in Group B may use designated classrooms without charge under the following circumstances:
  - a) Timeframe: 5-6pm daily\*
  - b) School: designated by administration

\* provided that regular custodial service is available.

Additional charges will apply for:

Cafeteria Worker: \$20/hour

AV Technician: \$25/hour

Additional Custodian: \$25/hour

Police: billed by Police Dept.



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### **Facility Rental Rates** **Group Classification**

**Group C:** For-profit groups and non-profit groups that have fewer than half of the participants residing in Shrewsbury.

1. \$78/hour for classrooms or other similar spaces. (Elementary classrooms are not typically rented.)
2. \$225/hour for gym, cafeteria & auditorium spaces.

Additional charges will apply for:

Cafeteria Worker: \$20/hour

AV Technician: \$25/hour

Additional Custodian: \$25/hour

Police: billed by Police Dept.

**Group D:** For-profit camps

Fee will be 11% of gross revenue collected by camp operator. Other contracting provisions apply. Camp rental contract available at SPS Central Office located in the Town Hall, 100 Maple Avenue.

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**REGULATIONS GOVERNING USE OF SCHOOL FACILITIES**

In order to provide for the efficient and judicious use of school facilities, the following regulations will apply. All users of school facilities shall agree and ensure that:

1. 25% of required fees shall be paid ten working days in advance of use and that the balance will be paid upon billing.
2. A majority of the participants shall be Shrewsbury residents when fees are assessed from the “Shrewsbury non-profit” schedule (Group B).
3. No unauthorized third party shall be granted permission to use the facility or any portion thereof without prior approval from the Director of Business Services.
4. Participants shall not be restricted from participation for reasons of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions.
5. The representative specified in the contract as responsible for school facilities (i.e., the person who reserves the space) shall be present at all scheduled event.
6. No signs, banners and pennants shall be erected without prior approval.
7. No school supplies (paper, cleaning materials, etc.) shall be used.
8. School Department equipment shall not be used (e.g., computers, copy machines, projection equipment, etc.) Any exceptions or specific requests in this regard shall be made in advance to the Director of Business Services.
9. The number of attendees at any event shall not exceed the authorized capacity of the facility. There shall be one chaperone for every 25 children.
10. Vehicles of participants shall be parked only in school parking lots.
11. Participants shall be restricted to assigned areas.
12. Food and drink shall occur only in authorized areas.

13. No nails, screws, hooks, or any fixture shall be attached to any part of the building.
14. There shall be no defacing or misuse of property and no marking or erasing of black/white boards (unless authorized).
15. Activities shall be orderly and, when necessary in the opinion of the Shrewsbury Public Schools, police will be hired to ensure public/property safety.
16. There shall be no smoking in any school building or on school grounds.
17. No alcoholic beverages shall be served or consumed in buildings or on grounds.
18. No gaming shall be permitted.

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19. The use of animals on school property shall be permitted only when, in the opinion of the Shrewsbury Public Schools, such use will not promote undue risk to people or property. Animals shall not be permitted inside buildings (except in the case of guide dogs) without the express permission of the Director of Business Services, and, when animals are used on school grounds, the area shall be cleaned.
20. Contracted time limits shall be observed and the building left in a neat and orderly condition. Reimbursement shall be made for damages during the use.
21. They shall hold harmless and indemnify the Shrewsbury Public Schools with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to school property. User groups are required to produce a certificate of insurance naming the Shrewsbury Public Schools as an additional insured.
22. They shall comply with all federal, state and local laws, regulations and licensing requirements, including but not limited to the Americans with Disabilities Act.

I hereby agree to the terms above as a condition of the use of school facilities in the Shrewsbury Public Schools:

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Individual Reserving School Space

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Date



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Organization

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Representative of the Shrewsbury Schools

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Date



SPS/100 Maple Avenue/Shrewsbury/Massachusetts/01545/508.841.8400